

Minutes of Meeting

Tuesday, 21 October 2025
held at school at 6.45pm.



THE BOARD OF
JIREH CHRISTIAN SCHOOL 2025

Attending: Sandra Bosman, Philip Mark Bradley, Andrew Coombridge, Anna Fernandes, Tavita Fesolai, Robyn Lesatele-Paiti, Vicki Morris, Shihan Sappideen.

Apologies: None

1. **Welcome** – Andrew welcomed everyone to the meeting and prayed.
2. **Devotion** – Philip Mark opened the meeting with a devotion based on Psalm 18:35 'Not our strength but His humility'. We also looked at Philippians 2:5 - 11 about how God made himself nothing by taking the very nature of a servant and John 13 where Jesus washed the disciples' feet.
In all things, not in our strength but in His humility, we are able to walk and keep on walking. Praise God! Let that also be the case at Jireh that His strength lifts us up and we remain humble.
3. **Elect a Presiding Member**
Nominations were called for by the Board Secretary, for the role of Presiding Member.
 - Andrew Coombridge was nominated by Tavita and seconded by Vicki.No further nominations were received so Andrew Coombridge was unanimously appointed as Presiding Member.
4. **Appoint sub committees**
The following sub-committees were formed -
 - **Property & Finance** – Tavita Fesolai, Shihan Sappideen, Sandra Bosman, Allan Bates
 - **Discipline** – Tavita Fesolai, Andrew Coombridge, Anna Fernandes
 - **Policy** – Vicki Morris, Robyn Lesatele-Paiti, Sandra Bosman
5. **Code of Conduct** – previously distributed was signed by all the Board Members.
6. **Confirmation of Minutes** – taken as read.
The minutes of 21 September 2025 were approved as a true and accurate record.

Moved Andrew / AGREED

7. **Matters Arising from Minutes & Action List**
 1. Blocked.
8. **Conflicts of Interest**
No new conflicts of interest.
9. **Approve Board Annual Work Plan including meeting dates** –
This document shows the scope of work and reporting for the 2026 year. It also includes Board meeting dates with the name of the person doing the devotions.
 - New Board induction is to be removed from October.
 - Tiwai Learning Report to be moved from October to August.
 - Board Training for newly elected Board Members is to cover any new courses that may come up in the new year.

It was moved that the 2026 Annual Work Plan be adopted. **Moved Andrew / Seconded Tavita AGREED**

10. Attendance Term 3 – Update taken as read

This is the lowest we have been. Last year Term 3 was 68%. The national average attendance in T3 was 50%. For Jireh a number were on holiday, and some were very sick. Absences are followed up via email, phone calls, etc. We are aware of a few that have no valid reason, and they are being followed up. The percentage means that 64% of the children attended for 90% or more of the time. The Ministries target is 80% in 2030 across all terms. 85% of children arrive on time.

This is a management issue, and a lot is being done by management in this area. The demographic of having a number of children who go to visit family overseas is a big factor in these figures. Holidays during term time are not acceptable according to the Ministry and are seen as parent approved truancy. It is a new requirement from the Ministry that the Board get an update every term.

11. Policies – taken as read

- International Student Policies (5x). We currently have 2 International students.
 - The tracked changes have been discussed by the Policy sub-committee and are now put forward for approval by the Board. In most cases they are formatting changes.

It was moved that the International Policies be adopted with the tracked changes being made.

Moved Vicki / Sandra Seconded AGREED

- School Donations – no change to this Policy

It was moved that we accept this Policy as it stands.

Moved Sandra / Vicki Seconded AGREED

- Asset Management –

Under KEYS – this work is done by the Communications Administrator not the Financial Administrator.

It was moved that we accept this Policy with the above change.

Moved Sandra / Vicki Seconded AGREED

12. Reports

a. Principal's Report – taken as read.

- The summary of enrolments is included at the end of the report so that the Board is aware of the roll numbers.
- It is noted that Jackie Lloyd is employed by NZCPT not KWT.

It was moved that the Principal's Report be accepted with thanks.

Moved Sandra / Tevita Seconded AGREED

b. Finance & Property Update – taken as read

- **September Financial Report**

We finish September with a deficit of \$22,000. The budgeted deficit is \$88,000. One of the reasons there is a deficit is due to Sports Camp and Camp expenses which will be recouped and shown in the October Report.

It was moved that the Finance Report for September 2025 be accepted.

Moved Tevita / Seconded Sandra AGREED

- **Property Report** – from Philip Mark Bradley

We are still waiting for Resource Consent so that we can move forward with the cola, roll increase and new buildings. A meeting was held with the Town Planner this afternoon and we have asked for the issue to be resolved quickly by adding an advisory note to the title and we are hoping that will happen in the next few days. Philip Mark will continue to keep us informed. The new prefabs and concrete paths are in place, with finishing touches being worked on. The Land Trust meets each quarter, and the next meeting will be held at Jireh.

c. Approve Draft 2026 budget – taken as read

- Skye and Sandra have drawn up the draft budget along with the Schooled Accounts Manager. They have aimed to cut back on the disparity between what is budgeted and what is actual.

- We are currently getting quotes for some type of playground behind the new cabins, and a proposal will be put before the Board regarding this. The quote will be for around 56,000 which is excluding the preparation of the surface. Consideration needs to be given to future placement of new buildings, etc.
- Renewing technology equipment is covered under depreciation.

It was moved that the Draft Budget for 2026 with a projected deficit of \$120,000 be approved and adopted.

Moved Tevita / Sandra Seconded AGREED

d. Approve 10YPP and Annual PP for 2026

- Cyclical Maintenance Provision 2026 to be adopted

It was moved that the Cyclical Maintenance Provision for 2026 be adopted.

Moved Andrew / Sandra Seconded AGREED

It was moved that the 10 Year Property Management Plan 2026 and the Annual Management Plan 2026 be adopted.

Moved Tevita / Shihan Seconded AGREED

13. Uniform – After discussion, it was agreed that the wording in the Parent Manual regarding jewellery for boys will stay as it is.

14. Inward Correspondence – Helen

NZSBA Onboard (Kaitiaki Kura Makahini) Magazine for September.

Andrew encouraged Board members to read this magazine and quoted the following from page 3 –

Another principle to remember is that authority only exists when you act together as a board. Individual members cannot govern alone. Collective responsibility is key: once a decision is made, it belongs to the board as a whole. Whether you agreed or disagreed during the debate, you leave the meeting speaking with one voice.

15. Future Business –

Approval of possible new playground by the two new cabins.

Samoan Mission Trip September/October holidays. Ruth would like to have a ‘show of interest’ meeting before the end of the year.

Next meeting – 2 December. Andrew on devotions.

Andrew closed the meeting with prayer at 8.57pm.

Signed as a true and accurate record:

Approved: *A Coombridge*
Presiding Member

2.12.25
Date